

Brian Sandoval  
Governor



Jeff Mohlenkamp  
Director

Teresa J. Thienhaus  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, NV 89701  
Phone: (775) 684-0150 | <http://dop.nv.gov>

**MEMO PERD 49/11**  
October 4, 2011

TO: Department Directors  
Agency Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Payroll Clerks

FROM: Teresa J. Thienhaus, Administrator  
Division of Human Resource Management

SUBJECT: Employment Verifications

A handwritten signature in black ink, reading "Teresa J. Thienhaus".

---

Effective October 3, 2011, all employment verifications will be processed by Central Records. This includes both written and phone employment verifications.

As a reminder, agencies should not be completing written employment verifications. Any written employment verifications received at the agency level must be forwarded to Central Records for processing. Agencies can answer phone verifications, but no confidential information should be released.

If you have any questions or concerns, please contact your assigned representative in Central Records at (775) 687-9095.